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ABSTRACT

This report describes how an advisory committee of health occupations education instructors from Missouri schools where tests were given statistically analyzed test items for health services assistant for reliability and validity and then revised the test items. Seventy-five sets of test item booklets were printed. Four test booklets and a computerized test bank were prepared for use in the health services assistant programs in the state. The four test booklets, each consisting of 100 multiple-choice questions, and an answer key are provided. (KC)

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JUN 2 3 1992

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FINAL REPORT

FIELD TEST FOR CRITERION REFERENCE TEST ITEMS FOR VOCATIONAL EDUCATION

Project No. 92 133 110 12

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May 29, 1992

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Missouri Department of Elementary and Secondary Education
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Jefferson City, Mo. 65102

CE 063 371

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2. ABSTRACT

TITLE: Field Test for Criterion Referenced Test Items for Vocational Education

PRINCIPAL INVESTIGATOR(S): Yolanda Dolecki, Ed.D., Nila Hibdon Tritt, Ph.D., and Amy Young, R.N., Ph.D.

INSTITUTION: Quality Training Specialists, Inc.
(Hereafter referred to as QTS)

LOCATION: Climax Springs, Mo. 65324 and
809 W. 11th, Sedalia, Mo. 65301

PHONE NUMBER: Climax Springs - (314) 345-4444 and
Sedalia - (816) 826-4233

OBJECTIVES OF PROJECT: Same as project

A brief description of the project:

An Advisory Committee consisting of Health Occupations Education instructors from schools where the tests were administered in fiscal year 1991, and the State Supervisor of Health Occupation Education was established. The test items developed and administered in fiscal year 1991 were statistically analyzed for reliability and validity and revised. After revisions, the materials were duplicated for use in the Health Services Assistant Programs.

3. BODY

A. Statement of the Problem:

The test items developed in 90-91 required field testing and validation this fiscal year.

B. Objectives:

1. Statistically analyze the results of the test administered in fiscal year 1991.
2. Revise test items according to field test results.

All test items were statistically analyzed by a psychometrist. The Advisory Committee was formed and approved by the State Supervisor and the host school.

The Committee accepted or rejected the test items and made suggestions for modification. All materials developed were deemed to be free of racial and sexual bias by the Committee. Item revisions were made by the Consultant. Revisions were re-entered into the computer. Finalized booklets were reviewed by QTS staff and the State Supervisor. Final typing corrections were made and 75 sets of the test item booklets were printed.

QTS personnel will make a presentation at the Missouri Vocational Association per request of the State Supervisor.

Additionally, the State Supervisor has requested that QTS personnel make a presentation at the annual fall Health Services Assistant In-Service Meeting.

Completed booklets will be distributed at that meeting.

Advisory Committee members were:

Cathy Adkins

Joy Baker

Marsha Burris

Sharon LeFors

Diana Loveland

Mary Beth Schmidt

Sherry Struckhoff

Juanita Ward

Diane Dunn-Sluyter

Carrie Haner

Delbert Lund

Jonathan Smith

Amy Young

Yolanda Dolecki

Nila Tritt

C. Population and Sample:

The individuals that served on the Advisory Committees were instructors from vocational programs in Missouri. Members were selected according to their background and teaching assignments. All potential members were recommended by the State Supervisor.

D. Conclusions and Recommendations

The objectives as stated were accomplished. The Health Services Assistant test items have been field tested, analyzed statistically and individual items have been rewritten by the test Consultant. A computer bank and four 100 item test booklets have been prepared for use in Health Services Assistant programs in the State of Missouri. The final product has been placed on ASCII disks at the Instructional Materials Lab (IML) - University of Mo. - Columbia, Missouri.

E. Standard Disclaimer

"The activity which is the subject of this report was supported in whole or in part by funds from the Department of Elementary and Secondary Education, Division of Vocational and Adult Education. However, the opinions expressed herein do not necessarily reflect the position or policies of the Missouri Department of Elementary and Secondary Education or the Division of Vocational and Adult Education and no official endorsement should be inferred."

4. ATTACHMENTS

A. Procedures - included under objectives.
B. References - N/A
C. Bibliography - N/A
D. Instruments - Copies of test booklets included.
E. Glossary - N/A

5. COPY OF FINAL PRODUCT

Attached.

APPENDIX A

Subject: HSA Testing Advisory Committee Meeting

Date: Sept. 13, 1991

Time: 10:30 a.m.

Place: Howard Johnsons, Springfield, Mo.

Present: Dr. Amy Young, Dr. Nila Tritt, Dr. Yolanda Dolecki, Dr. Diane Dunn-Sluyter, Sharon LeFors, Juanita Ward, Sherry Struckhoff, Cathy Adkins, Marsha Burris, Joy Baker.

Absent: Dr. Jonathan Smith, Mary Beth Schmidt, Dianne Loveland.

The meeting was called to order at 10:30 a.m.

Dr. Young explained the purpose of the meeting and the 1990-91 Project objectives and completion of those objectives were discussed. Dr. Young explained the 1991-92 Project including objectives, time lines, and responsibilities of Advisory Committee members.

Since Dr. Smith was absent because of illness, Dr. Young and Dr. Dolecki made his presentation from materials he had sent by Dr. Tritt.

Dr. Dolecki directed a review utilizing test booklets on all questions from the HSA #1, HSA #2, HSA #3, and HSA #4 tests. Action was taken on each question where comments had been made. Dr. Dolecki will rewrite and do item analyses on all questions identified on Summary of Student Comments. She will coordinate her activities with Dr. Smith.

After all corrections are made Dr. Dolecki will work with Bettina Gunn, OTS secretary, to get all materials in form to be copied. Bettina Gunn will complete ASCII file for IML.

Lunch was served at 12:00 noon and the meeting adjourned at 12:30 p.m.

Report submitted by Dr. Nila L. Tritt
Sept. 23, 1991

NT

tg

Number: 6-920-002B
FV-2

STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division of Vocational and Adult Education
P.O. Box 480, Jefferson City, Misosuri 65102-0480

Reimbursement Request for Approved Vocational Education Expenditures

PLEASE READ INSTRUCTIONS ON REVERSE SIDE.

Fiscal Year Ending	Vendor Code	Local Education Agency (LEA)
June 30, 1992	624-877	Quality Training Specialists, Inc.
Program Codes (Program and Type)		Mailing Address: P.O. Box 96
Description of Program		City and Zip Code: Climax Springs, Mo. 65324

Items For Which Reimbursement Is Claimed

(1) Date Purchased	(2) From Whom Purchased	(3) Description of Item Attach Invoices	(4) State Use Only	(5) Expenditure	(6) Check No.
Project No. 92-133-110-12 (624-877)				$	
Field Test for Criterion Referenced					
Test Items for Vocational Education					
Final Payment				$2,869.75	

Instructions

Submit two (2) copies of this form for each level of each program area to the Director of Vocational Finance, Missouri Department of Elementary and Secondary Education, Jefferson City, Missouri 65102-0480.

Vendor Code: Enter the county-district code used by the Department of Elementary and Secondary Education for payment purposes.

Local Education Agency (LEA): Report the official name of the school district, the mailing address, city and zip code.

Program Codes and Description of Program: A separate *Application for Authorization* must be filed for each program or service area and each type of program. The program code will, therefore, always be a two-part code as illustrated on the division's program code listing.

Column (1) — **Date Purchased** — This is the date of obligation by written purchase agreement (purchase order, letter, or contract). Expenditures for the acquisition of equipment, supplies, teaching aids, etc., will be considered as an expenditure in the fiscal year in which the funds were obligated by a purchase agreement or legal contract.

Column (2) — **From Whom Purchased** — This is the vendor or person with whom the agreement is made.

Column (3) — **Description of Item** — This should be a short identifying statement of the item, service, activity, etc. Detailed descriptions, serial numbers and other information should be outlined on the invoice supporting the transaction.

Column (4) — **State Use Only** — Do not complete.

Column (5) — **Expenditure** — This is the amount paid for each item described. Show deductions on invoices for discounts, credits, and other memos. Freight costs are considered as part of the equipment expenditure. Only items approved on Form FV-4 may be reimbursed. An **equipment** item is a unit of furniture, an instrument, a machine, an apparatus or a set of articles which does not meet the criteria of being a supply. **Supplies** are those items which (1) are consumed in use; (2) lose their shape or identity with use; (3) are expendable, that is, it is more feasible to replace it than repair it; or (4) are inexpensive. **Other** expenditures are those which represent services such as utilities, communications, transportation, etc.

Column (6) — **Check No.** — This is the number of the check which represents payment for each item described.

Total Expenditure — This is the sum of all Column (5) Expenditures entries.

CERTIFICATION	
To: Division of Vocational and Adult Education Jefferson City, Missouri 65102-0480 I hereby certify that the information reported herein is correct to the best of our knowledge and belief.	Date Signed: 5/29/92 Chief Administrator: Nila L. Pritt

HSA TEST ANSWER KEY

	#1	#2	#3	#4
1	b	c	a	d
2	d	d	c	b
3	c	b	b	a
4	b	b	a	a
5	b	a	a	a
6	c	a	c	a
7	a	d	d	c
8	b	d	c	a
9	b	b	d	d
10	d	d	b	c
11	b	b	b	a
12	d	b	b	a
13	a	d	d	c
14	d	b	a	d
15	a	c	d	b
16	a	d	d	a
17	d	b	a	c
18	a	b	b	c
19	c	a	d	b
20	d	a	a	b
21	d	c	b	b
22	c	d	d	c
23	a	c	c	d
24	c	c	c	c
25	b	c	a	c
26	b	d	a	c
27	d	c	c	d
28	b	b	c	a
29	b	b	b	d
30	c	b	d	c
31	a	c	a	a
32	d	c	d	a
33	a	b	d	b
34	a	b	a	b
35	c	b	a	d
36	b	c	c	a
37	c	a	a	c
38	a	a	d	c
39	a	d	b	d
40	a	a	b	b
41	d	c	a	c
42	c	d	b	a
43	d	d	a	c
44	b	b	c	b
45	b	d	c	c
46	c	d	b	a
47	a	d	b	b
48	c	b	c	b
49	c	c	b	c
50	b	b	a	b

HSA TEST ANSWER KEY

51	d	c	b	a
52	d	b	b	c
53	b	c	c	c
54	b	b	a	b
55	d	c	b	c
56	b	d	b	d
57	d	d	a	d
58	b	a	b	a
59	d	d	b	a
60	c	d	b	a
61	a	c	d	b
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69	b	d	a	b
70	c	a	c	a
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73	a	c	a	b
74	a	c	a	c
75	b	a	b	a
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77	c	c	c	b
78	b	d	a	d
79	d	d	b	d
80	d	a	d	a
81	c	a	b	a
82	b	a	c	c
83	a	b	c	d
84	c	b	c	c
85	d	c	d	a
86	d	c	a	c
87	c	c	b	a
88	a	a	d	a
89	c	a	c	d
90	a	d	d	b
91	a	c	b	d
92	c	b	d	c
93	b	d	c	c
94	b	c	c	c
95	d	d	d	a
96	a	b	c	a
97	b	a	a	c
98	d	d	d	c
99	a	b	b	c
100	b	c	a	b

1. An example of an acute care facility is a

   a) hospice.
   b) hospital.
   c) long-term care facility.
   d) rehabilitation clinic.

2. The health care team member responsible for helping the patient/resident with financial resources is the

   a) activities director.
   b) director of nurses.
   c) personal services director.
   d) social services director.

3. Which of the following health care team members is responsible for approving menus and evaluating nutritional problems?

   a) Activities Director
   b) assistant to the Administrator
   c) Dietitian
   d) Pharmacist

4. Which of the following is a **FALSE** statement concerning the resident's rights?

   a) The resident has the right to confidential treatment and may refuse the release of records.

   b) The resident has the right to be informed of his/her medical condition.

   c) The resident has the right to keep and use personal clothing and possessions as space permits.

   d) The resident has the right to be transferred or discharged only for medical reasons.

5. Restraining a resident without a physician's order creates which of the following legal problems?

a) Assault
b) False imprisonment
c) Invasion of Privacy
d) Libel

6. Leaving the side rails down on the bed of an unconscious resident creates which of the following legal problems?

a) Assault
b) Libel
c) Negligence
d) Slander

7. Which of the following items is **NOT** a resident's right?

a) Right to extraordinary care
b) Right to privacy
c) Right to refuse treatment
d) Right to truth

8. Which of the following statements is **INCORRECT** concerning rules for interviewing?

a) Be yourself and try not to assume a different personality.

b) Explain to the interviewer what you disliked about your previous employer.

c) Greet the interviewer by name when you are introduced.

d) Use correct grammar and avoid slang words.

9. All are examples of good personal health habits of a health care assistant **EXCEPT**

a) acquire adequate sleep and relaxation.
b) disregard symptoms of a mild cold.
c) eat a well-balanced diet.
d) practice good body posture.

10. The **BEST** way to prevent the spread of disease is to

a) keep immunizations up to date.
b) stay away from ill residents.
c) take part in a health maintenance program.
d) use good handwashing technique.

11. Which of the following statements is **NOT** an employee's right?

a) Adequate orientation and supervision
b) A letter of recommendation
c) An evaluation of performance
d) Efficient working conditions

12. All of the following are types of bacteria **EXCEPT**

a) bacillus.
b) staphylococcus.
c) streptococcus.
d) virus.

13. Which of these statements **BEST** defines an antibiotic?

a) A drug used to destroy bacterial diseases
b) An agent which prevents infections in living tissues
c) Anything inanimate which carries bacteria
d) A process which destroys most bacteria

14. Who of the following would be **MOST** susceptible to infection?

a) 19 year old fast food worker
b) 25 year old baseball player
c) 45 year old elementary school teacher
d) 96 year old nursing home resident

15. While removing isolation apparel follow all of these steps **EXCEPT**

a) discard disposable apparel in clean utility room.
b) remove gloves, turning inside out.
c) remove gown so inside of gown is outside.
d) wash your hands.

16. Which of the following statements about AIDS is **CORRECT**?

a) All patients or residents are considered potentially infected with AIDS.

b) Gloves should be worn with patients or residents at all times.

c) Kissing, water fountains, food handling, and toilet seats are all methods of catching AIDS.

d) Patients with AIDS are thin, frail, and have skin cancers.

17. A disease producing organism is a(an)

a) aerobic organism.
b) anaerobic organism.
c) parasitic organism.
d) pathogenic organism.

18. The following are all examples of pathogenic effects on the body **EXCEPT**

a) asthma.
b) AIDS.
c) hepatitis.
d) strep throat.

19. The plane which divides the body into left and right sides is called

a) frontal.
b) medial.
c) mid-sagittal.
d) proximal.

20. The plane that divides the body into top and bottom is the

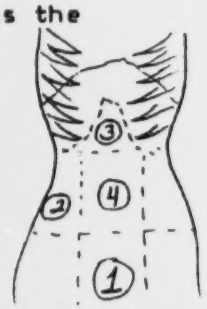
a) frontal plane.
b) mid-sagittal plane.
c) sagittal plane.
d) transverse plane.

21. Which of the following structures is located in the abdominal cavity?

a) Brain
b) Lungs
c) Heart
d) Stomach

22. The abdominal region marked #2 is the

a) hypogastric.
b) left iliac.
c) right lumbar.
d) umbilical.



23. Which of the following cell functions is the transmission of nerve impulse?

a) Conductivity
b) Excretion
c) Metabolism
d) Respiration

24. All of the following are types of membranes **EXCEPT**

a) cutaneous.
b) mucous.
c) muscle.
d) serous.

25. The function of muscle tissue is to

a) anchor and support other body structures.
b) contract and stretch, causing motion.
c) protect body parts and produce secretions.
d) receive stimuli and conduct impulses.

26. Which of the following is **NOT** a function of the skeletal system?

a) Production of blood cells
b) Removes waste from cells
c) Stores calcium
d) Supports the body

27. The term which means a production of bone is

a) arthralgia.
b) arthritis.
c) osteitis.
d) osteogenesis.

28. Which of the following **BEST** defines arthritis?

a) Contraction of the hand
b) Inflammation of a joint
c) Pain in a joint
d) Swelling of a cartilage

29. Another name for the kneecap is the

a) fibula.
b) patella.
c) tibia.
d) ulna.

30. The origin of a skeletal muscle is the

a) less movable end.
b) main part.
c) more movable end.
d) visceral part.

31. Which of the following is **NOT** a function of the skeletal system?

a) Heat production
b) Protection
c) Storage
d) Support

32. All of the following bones make up the vertebral column **EXCEPT**

a) cervical.
b) coccyx.
c) lumbar.
d) ribs.

33. Movement away from the midline is known as

a) abduction.
b) adduction.
c) flexion.
d) rotation.

34. Which of the following **BEST** defines tendonectomy?

a) Excision of part of a tendon
b) Fixation of a tendon
c) Inflammation of a tendon
d) Pain in a tendon

35. The type of muscle which makes up the walls of veins and arteries is the

a) cardiac muscle.
b) skeletal muscle.
c) smooth muscle.
d) striated muscle.

36. Which of the following muscles raises and lifts the arm?

a) Biceps
b) Deltoid
c) Latissimus dorsi
d) Pectoralis major

37. Which of the following **BEST** defines the term dermatosis?

a) Disease of the hair
b) Fungus disease of the skin
c) Generalized skin disease
d) Tumor of connective tissue

38. The **BEST** way for the skin to conserve heat is by

a) slowing perspiration.
b) constricting blood vessels.
c) releasing perspiration.
d) dilating blood vessels.

39. Body temperature drops when

a) blood vessels dilate.
b) skin temperature rises.
c) perspiration stops.
d) blood vessels constrict.

40. Which of the following **BEST** defines the term dyspnea?

a) Difficult or painful breathing
b) Easy, normal breathing
c) Inability to breathe unless in upright position
d) Increase in depth and rate of breathing

41. Which of the following **BEST** defines Cheyne-Stokes respiration?

a) Able to breath only in an upright position
b) Abnormal increase in depth and rate of respiration
c) Difficult breathing
d) Periods of no breathing with deep, rapid respirations

42. Which of the following terms mean spitting or coughing up blood?

a) Bronchitis
b) Dyspnea
c) Hemoptysis
d) Hyperpnea

43. The respiratory system organ that traps inhaled food particles and is a passageway for air is the

a) bronchi.
b) larynx.
c) lungs.
d) trachea.

44. The muscle that is signaled by the medulla to contract and expand during respiration is the

a) deltoid
b) intercostal
c) pectoralis major
d) rectus abdominus

45. The term defined as an enlargement of the heart is

a) bradycardia.
b) cardiomegaly
c) cardiopathy.
d) tachycardia.

46. Which of the following **BEST** describes the main function of the heart?

a) Produces red blood cells for the body
b) Provides a pathway of circulation
c) Pumps blood throughout the body
d) Pumps blood to the lungs for oxygen

47. Which of the following is the name of a valve in the heart?

a) Aortic
b) Atrial
c) Septal
d) Ventricular

48. The function of a capillary is to

a) carry blood away from the heart.
b) carry blood to the heart.
c) connect the artery and vein.
d) connect the heart and lungs.

49. A double-layered membrane which lines the outside of the heart is called the

a) endocardium.
b) myocardium.
c) pericardium.
d) septum.

50. The prefix "arter" refers to

a) an aneurysm.
b) an artery.
c) arthritis.
d) autism.

51. Which type of circulation provides blood flow to the lungs?

a) Fetal
b) General
c) Portal
d) Pulmonary

52. The purpose of the blood is to

a) balance the body temperature.
b) coordinate impulses from the brain.
c) filter drugs through the liver.
d) transport nutrients.

53. The term which means removal of the spleen is

a) splenatrophy.
b) splenectomy.
c) splenitis.
d) splenoirhagra.

54. A leukocyte functions as a(an)

a) blood clotter.
b) infection fighter.
c) oxygen carrier.
d) tissue repairer.

55. Blood platelets are also called

a) erythrocytes.
b) hemoglobin.
c) leukocytes.
d) thrombocytes.

56. Hemophilia is inherited and is characterized by

a) autoimmune deficiency.
b) failure of blood to clot.
c) high volume of red cells.
d) over production of thrombin.

57. The gland responsible for establishing antibody formation in the newborn and is **MAINLY** found in children is the

a) adrenal gland.
b) parathyroid gland.
c) pituitary gland.
d) thymus gland.

58. Which of the following **BEST** defines the term polydipsia?

a) Enlargement of the liver
b) Excessive thirst
c) Inflammation of the stomach
d) Vomiting of blood

59. Which of the following is **NOT** a true organ of the digestive system?

a) Large intestine
b) Pharynx
c) Small intestine
d) Teeth

60. The esophagus carries food from the

a) mouth to the pharanx.
b) mouth to the stomach.
c) pharanx to the small intestines.
d) pharanx to the stomach.

61. Telling a resident to shut up or you'll tie them down creates which of the following legal problems?

a) Assault
b) Breach
c) Libel
d) Slander

62. Which of the following foods is the BEST source of protein?

a) Baked beans
b) French fries
c) Jello
d) Milkshake

63. Which of the following is **NOT** a function of the digestive system?

a) Absorption of water
b) Chemical breakdown of food
c) Physical breakdown of food
d) Transportation of oxygen

64. Nutrients consist of

a) carbohydrates, fats, proteins, minerals, water, and vitamins.
b) carbohydrates, fats, proteins, and minerals.
c) carbohydrates, fats, proteins, and vitamins.
d) carbohydrates, fats, proteins, and water.

65. Energy metabolism involves

a) decreasing exercise.
b) increasing food intake.
c) intake and expenditure of calories.
d) utilizing fat deposits in the body.

66. A balanced diet consists of all of the following **EXCEPT**

a) adequate amount to give required calories.
b) extra calories to store energy.
c) food from each group.
d) variety of foods.

67. Hyposecretion of a gland is

a) mixed secretion.
b) no secretion.
c) over secretion.
d) under secretion.

68. Endocrine glands control all the following EXCEPT

a) appetite.
b) growth and development.
c) metabolism.
d) reproduction.

69. The development of secondary sex characteristics is controlled by the hormones produced by the

a) adrenal.
b) gonads.
c) parathyroid.
d) thymus.

70. Thyroxin is secreted by the

a) parathyroid.
b) pituitary.
c) thyroid.
d) thymus.

71. The term meaning an operation or an incision into the skull is

a) craniectomy.
b) craniotomy.
c) lobectomy.
d) lobotomy.

72. Neurons that carry impulses away from the brain and spinal cord and cause motion are called

a) connecting nerves.
b) mixed nerves.
c) motor nerves.
d) sensory nerves.

73. The cerebellum, which is the second largest part of the brain, is concerned with

a) muscle tone, coordination, and equilibrium.
b) reasoning and senses.
c) reflex activities.
d) vasomotor, cardiac, and respiratory centers.

74. The autonomic nervous system functions to control

a) activities which go on automatically.
b) all reflexes in the body.
c) only voluntary reflexes.
d) skilled movements.

75. Which of the following terms means nearsightedness?

a) Astigmatism
b) Myopia
c) Presbiopia
d) Strabismus

76. The nerve responsible for sending the visual impulse to the brain is the

a) abducens.
b) oculomotor.
c) opthalmic.
d) optic.

77. The retina of the eye transmits impulses to the

a) aqueous humor.
b) eustachian tube.
c) optic nerve.
d) vitreous humor.

78. The term meaning inflammation of the kidney tissue is

a) cystitis.
b) nephritis.
c) pyelitis.
d) urethritis.

79. The structure responsible for passing urine to the outside of the body is the

a) bladder.
b) prostate.
c) ureter.
d) urethra.

80. The microscopic filtering unit in the kidney is called the

a) Bowman's capsule.
b) cortex.
c) glomerulus.
d) nephron.

81. The fingerlike projections which move the ovum into the fallopian tube are

a) Bartholin's glands.
b) cilia.
c) fimbriae.
d) prepuces.

82. The inner layer of the uterus where the fertilized ovum develops is the

a) corpus.
b) endometrium.
c) placenta.
d) vestibule.

83. Which of the following is **NOT** an element of communication?

a) Light
b) Receiver
c) Response
d) Sender

84. The term meaning the exchange of information accomplished by sending and receiving messages is

a) articulation.
b) asphasia.
c) communication.
d) decoding.

85. Which of the following is **NOT** a barrier that will prevent communication?

a) Belittling a person's feelings
b) Causing fear of unpleasant response
c) Giving false or inappropriate reassurances
d) Paying close attention to what a person is saying

86. When a resident feels a need to do something "right" and is slow and methodical you can help by

a) doing some of the things for them.

b) hanging a "do not disturb" sign on the door.

c) having them practice so they can do it faster the next time.

d) rearranging your schedule to allow more time.

87. Which of the following is an effective telephone technique when you must place the caller on hold?

a) "Hey, I need to put you on hold, okay?".
b) "Hold on for just a second".
c) "Mr. Smith, I will need to place you on hold".
d) "Mr. Smith, you need to hold on for a minute or two".

88. When you see a resident's call light on you should

a) answer it immediately.

b) ignore it if it is not your resident.

c) locate his/her nurse.

d) wait a few minutes to make sure it was not an accidental light.

89. Good body mechanics help the health care worker to

a) lift residents without asking for help.
b) learn short cuts in transferring residents.
c) reduce fatigue and prevent strain on the spine.
d) speed the resident up when ambulating.

90. Which of the following would **NOT** be proper after death?

a) Cover the body completely with a sheet so family will not be shocked.

b) Proper care of body to maintain good appearance.

c) Treat the body with respect.

d) Valuable and personal possessions should be gathered for the family.

91. The number one safety hazard in health care facilities is

a) falls.
b) fires.
c) hemorrhage.
d) tornadoes.

92. When a tornado warning has been sounded all of the following should be done **EXCEPT**

a) apply extra blankets to residents.
b) clear all large rooms of all residents.
c) open all resident and fire doors.
d) pull window curtains and privacy curtains.

93. If a resident falls while being attended you should

a) disregard body mechanics - they won't help now.
b) gently lower yourself to floor, keeping back straight.
c) move resident to bed or chair and call the charge nurse.
d) push resident away to keep them from falling on you.

94. The universal sign for choking is

a) eyes rolled back in head.
b) grasping throat.
c) pounding chest.
d) sitting and staring.

95. The student organization for trade, technical, health occupations education, and industrial students is

a) FBLA.
b) FFA.
c) FHA.
d) VICA.

96. With 80 members voting on a main motion you must have a simple majority to pass the motion. This would require how many affirmative votes to pass?

a) 39
b) 40
c) 41
d) 42

97. Which of the following is a **TRUE** statement?

a) Achievement tests do not check strengths and weaknesses.

b) Interests can change when exposed to new experiences.

c) Interest in a certain career guarantees success.

d) You can learn any ability required for a job.

98. Which of the following would be the **BEST** qualities of a leader?

a) Dependability, initiative, motivation, pessimism
b) Motivation, perseverance, inflexibility, initiative
c) Optimism, motivation, pessimism, initiative
d) Perseverance, initiative, motivation, optimism

99. Business people should also utilize good health practices. These would include all of the following **EXCEPT**

a) exercise instead of eating lunch.
b) good balanced diet and avoid junk foods.
c) regular exercise designed for own needs.
d) regular medical and dental check-ups.

100. You observe that Mr. Blue is anxious, pacing the floor, and talking to his deceased wife. When would you report this observation to your instructor?

a) An hour after, in case his behavior stops.
b) As soon as possible.
c) During the clinical conference.
d) When going off duty.

1. Which of the following health care team members is responsible for providing bedside nursing care in a long term care facility?

   a) Activity Director
   b) Certified Medication Technician
   c) Certified Nursing Assistant
   d) Dietary Aide

2. The health care team member responsible for helping the patient or resident with financial resources is the

   a) activities Director
   b) director of Nurses
   c) personal Services Director
   d) social Services Director

3. Which of the following statements is **INCORRECT** concerning resident rights?

   a) The resident has the right to be restrained chemically or physically without physician's order.

   b) The resident has the right to make phone calls.

   c) The resident has the right to manage his/her own finances.

   d) The resident has the right to send and receive personal mail unopened.

4. Striking a resident after they spit out their food creates which of the following legal problems?

   a) Assault
   b) Battery
   c) Breach
   d) Negligence

5. Which of the following is **NOT** a proper job seeking skill?

a) Decide how much money you want.
b) Learn how to complete a job application.
c) Prepare a personal resume.
d) Prepare yourself for an interview.

6. All are examples of desirable qualities of a health care worker **EXCEPT**

a) anxiousness.
b) dependability.
c) initiative.
d) loyalty.

7. All the following describe ways of maintaining good personal hygiene **EXCEPT**

a) bathe daily.
b) brush teeth.
c) clean fingernails.
d) take vitamins.

8. The **BEST** way to prevent the spread of disease is to

a) keep immunizations up to date.
b) stay away from ill residents.
c) take part in a health maintenance program.
d) use good handwashing technique.

9. An employee has the right to all of the following **EXCEPT**

a) adequate orientation and supervision.
b) criticism from co-workers.
c) duties equal to their abilities.
d) safe working conditions.

10. Which of the following **BEST** defines the method of bacterial transmission called direct contact?

a) Contamination of food, blood, or drugs

b) Contaminated moisture droplets in the air by cough or sneeze

c) Touching of articles belonging to or used by an infected person

d) Touching of secretions or personal contact with an infected person

11. All of the following are methods of organism transmission **EXCEPT**

a) airborne.
b) diagnostic exam.
c) direct contact.
d) droplet spread.

12. Disinfection is **BEST** defined as

a) an agent that prevents infections in living tissues.
b) a method which destroys pathogens.
c) a process that removes all living microorganisms.
d) the absence of any infectious agents.

13. All of these factors determine the presence of infection in the body **EXCEPT**

a) number of organisms.
b) resistance of host.
c) virulence of organisms.
d) weight of host.

14. The acronym ARC stands for

a) Accentuated Red Cells.
b) AIDS-Related Complex.
c) AIDS Rights Center.
d) Area Retirees Complex.

15. Which of the following is a **COMMON** early symptom of AIDS?

a) Hyperactive reflexes; leg cramps
b) Near-sightedness; retinal bleeding
c) Night sweats; enlarged lymph nodes
d) Recurrent hiccoughs; belching

16. The plane that divides the body into top and bottom sections is the

a) frontal plane.
b) mid-sagittal plane.
c) sagittal plane.
d) transverse plane.

17. Which of the following **BEST** describes the anatomical position?

a) Body is erect with arms above head and palms forward.
b) Body is erect with arms at sides and palms turned forward.
c) Body is prone, arms to the side, head is turned to side.
d) Body is supine with arms at sides and palms downward.

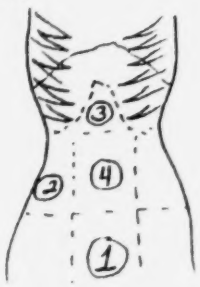
18. All of the following are subdivisions of the ventral cavity **EXCEPT** the

a) abdominal cavity.
b) cranial cavity.
c) pelvic cavity.
d) thoracic cavity.

19. The cranial cavity contains the

a) brain.
b) intestines.
c) lungs.
d) spinal cord.

20. The abdominal region marked #3 is the



a) epigastric.
b) left hypochondriac.
c) left lumbar.
d) right iliac.

21. Name the cell part marked #3.

a) Cytoplasm
b) Membrane
c) Nucleus
d) Organelles

22. All of the following are examples of organs EXCEPT

a) heart.
b) lung.
c) stomach.
d) uvula.

23. One function of the mucous membranes is that they

a) act as a cushion.
b) cover body cavities that do not open to the exterior.
c) line body cavities that open to the outside.
d) prevent friction.

24. Which of the following structures is part of the respiratory system?

a) Esophagus
b) Pancreas
c) Trachea
d) Uterus

25. Which of the following is **NOT** a function of the digestive system?

a) Excretes solid wastes
b) Ingests food
c) Maintains homeostasis
d) Prepares food for use by the body

26. The iliosacral pertains to the

a) lumbar and the iliac region.
b) pelvis and ilium.
c) ribs and ilium.
d) sacrum and the ilium.

27. Which of the following **BEST** defines arthralgia?

a) Infection of a joint
b) Inflammation of a joint
c) Pain in a joint
d) Surgical fusion of a joint

28. Which of the following is **NOT** a function of the skeletal system?

a) Anchor for skeletal muscles
b) Potassium storage
c) Protection
d) Support

29. Another name for the kneecap is the

a) fibula.
b) patella.
c) tibia.
d) ulna.

30. Straightening a joint is known as

a) adduction.
b) extension.
c) flexion.
d) pronation.

31. Which of the following terms means pertaining to the muscular tissue of the heart?

a) Myalgia
b) Myasthenia
c) Myocardia
d) Myodynia

32. The type of muscle which makes up the walls of veins and arteries is the

a) cardiac muscle.
b) skeletal muscle.
c) smooth muscle.
d) striated muscle.

33. All of the following are types of muscles **EXCEPT**

a) cardiac.
b) nervous.
c) skeletal.
d) smooth.

34. Which of the following is a function of the biceps?

a) Flexes and rotates the head
b) Flexes the elbow
c) Raises and lifts the arm
d) Straightens the elbow

35. Which of the following is **NOT** a function of the integumentary system?

a) Environmental adjuster
b) Manufactures vitamin C
c) Protection
d) Regulates body temperature

36. Which of the following **BEST** explains how the skin helps cool the body?

a) Blood vessels constrict after sweating stops, skin temperature falls.

b) Blood vessels constrict, skin temperature falls, sweating stops.

c) Blood vessels dilate, skin temperature rises, sweat cools by evaporation.

d) Blood vessels dilate, sweating stops, skin temperature falls.

37. Which of the following glands are **NOT** considered part of the skin?

a) Adrenal glands
b) Ceruminous gland
c) Sebaceous glands
d) Sudoriferous glands

38. Which of the following statements BEST defines laryngitis?

a) Inflammation of the larynx
b) Inflammation of the lung
c) Inflammation of the pharynx
d) Inflammation of the pleura

39. Which of the following BEST defines eupnea?

a) Cessation of breathing
b) Difficult breathing
c) Fast respirations
d) Normal respirations

40. The term for the temporary cessation of breathing is

a) apnea
b) eupnea
c) hyperpnea
d) tachypnea

41. The respiratory organ that is made up of microscopic structures called alveoli is the

a) bronchi.
b) larynx.
c) lungs.
d) trachea.

42. Which of the following statements is **INCORRECT** in regard to the respiratory process?

a) Expiration is forcing out the air and other vapors from the lungs.

b) Inspiration is drawing of air into the lungs.

c) Intercostals and diaphragm are signaled to contract and expand.

d) The cerebrum monitors the amount of oxygen in the blood.

43. An abnormally fast heart beat is known as

a) bradycardia.
b) cardiomegaly.
c) cardiopathy.
d) tachycardia.

44. Which of the following **BEST** describes the location of the heart?

a) Anterior to the sternum , posterior to the spine
b) Behind the sternum slightly to the left
c) Behind the sternum slightly to the right
d) Posterior to the sternum, anterior to the spine

45. Which of the following terms is **NOT** a layer of the heart?

a) Endocardium
b) Epicardium
c) Myocardium
d) Pulmocardium

46. Which term is **BEST** defined as a blood vessel which has valves and carries blood back to the heart?

a) Artery
b) Capillary
c) Plasma
d) Vein

47. The **BEST** definition of thrombophlebitis is

a) a blood clot in the vein.
b) the dissolving of a clot in the vein.
c) the excision of a clot in the vein.
d) the inflammation from a clot in the vein.

48. A red blood cell is called a(an)

a) basocyte.
b) erythrocyte.
c) leukocyte.
d) thrombocyte.

49. The fluid part of the blood is called the

a) factor.
b) formed elements.
c) plasma.
d) type.

50. Blood cells are produced in the

a) adrenal glands
b) bone marrow
c) liver
d) pancreas

51. All of the following are causes of bleeding **EXCEPT**

a) anticoagulant drugs.
b) low platelet count.
c) protein deficiency.
d) vitamin K deficiency.

52. The term which means removal of the spleen is

a) splenatrophy.
b) splenectomy.
c) splenitis.
d) splenoirhagra.

53. Lymph

a) destroys bacteria.
b) filters out dead blood cells.
c) manufactures lymphocytes and monocytes.
d) restores red blood cells.

54. The function of a lymph node is to

a) filter out excessive blood sugar.
b) filter out waste and bacteria.
c) produce antihistamines to fight allergies.
d) produce vitamin C to fight colds.

55. Which of the following terms denotes an inflammation of the liver?

a) Hematemesis
b) Hemoptysis
c) Hepatitis
d) Hepatomegaly

56. Which of the following is **NOT** a true organ of the digestive system?

a) Large intestine
b) Pharynx
c) Small intestine
d) Teeth

57. Which of the following organs secretes the gastric juice know as hydrochloric acid?

a) Esophagus
b) Large intestine
c) Small intestine
d) Stomach

58. Which of the following organs stores and releases bile?

a) Gallbladder
b) Liver
c) Pancreas
d) Salivary glands

59. After the food leaves the esophagus, it enters the

a) anus.
b) mouth.
c) small intestine.
d) stomach.

60. Your body obtains nutrients by

a) absorbing them through the skin from the sun.
b) absorbing them through the skin from water.
c) eating only high-protein, low-fat foods.
d) eating proper amounts of the basic food groups.

61. To gain weight

a) decrease calories and decrease exercise.
b) decrease calories and increase exercise.
c) increase calories and decrease exercise.
d) increase calories and increase exercise.

62. To loose weight

a) decrease calories and decrease exercise.
b) decrease calories and increase exercise.
c) increase calories and decrease exercise.
d) increase calories and increase exercise.

63. All of the following are special diets **EXCEPT**

a) bland.
b) general.
c) restricted calories.
d) restricted sodium.

64. Hypersecretion of a gland is

a) mixed secretion.
b) no secretion.
c) over secretion.
d) under secretion.

65. Endocrine glands are

a) double ducts.
b) ductless.
c) multiple ducts.
d) single ducts.

66. The function of the pituitary gland is to

a) produce calcium and phosphorus.
b) regulate metabolism.
c) secrete adrenalin.
d) stimulate growth and development.

67. Insulin, secreted by the pancreas, controls

a) amount of pancreatic juice secreted.
b) appetite.
c) stored body energy.
d) sugar level in bloodstream.

68. The growth hormone is secreted by the

a) gonads.
b) pituitary.
c) thyroid.
d) thymus.

69. A tumor composed of nerve cells is called a(an)

a) adenoma.
b) encephaloma.
c) myeloma.
d) neuroma.

70. The dura mater is a

a) meninge.
b) nerve.
c) neuron.
d) ventricle.

71. The spinal cord functions in all of the following EXCEPT

a) motor impulses.
b) sensory impulses.
c) reflex activities.
d) vasomotor control.

72. The colored portion of the eye is called the

a) cornea.
b) iris.
c) lens.
d) pupil.

73. Myopia is

a) cataract formation.
b) farsightedness.
c) nearsightedness.
d) poor lens accommodation.

74. A cataract is the loss of transparency in the

a) conjunctiva.
b) iris.
c) lens.
d) retina.

75. The typmanic membrane is located in the

a) ear.
b) eye.
c) nose.
d) throat.

76. The term meaning an incision into the pelvis of the kidney is called

a) pyelectasis.
b) pyelitis.
c) pyeloscopy.
d) pyelotomy.

77. The filtering unit of the kidney is called the

a) Bowman's Capsule.
b) glomerulus.
c) nephron.
d) urinary meatus.

78. Water composes what percentage of urine?

a) 65
b) 75
c) 85
d) 95

79. The term meaning inflammation of the fallopian or uterine tube is

a) mastitis.
b) metritis.
c) oophoritis.
d) salpingitis.

80. The male organ that collects and stores sperm cells is the

a) epididymis.
b) seminal vesicle.
c) testes.
d) vas deferens.

81. A mature ovum is normally fertilized in the

a) fallopian tube.
b) ovary.
c) uterus.
d) vagina.

82. Which of the following is **NOT** an element of communication?

a) Light
b) Receiver
c) Response
d) Sender

83. You observe that Mr. Blue is anxious, pacing the floor, and talking to his deceased wife. When would you report this observation to your instructor?

a) An hour later in case his behavior stops
b) As soon as possible
c) During the clinical conference
d) When going off duty

84. Good telephone techniques include all of the following **EXCEPT**

a) answering the phone on the first ring.
b) discussing fees and charges.
c) repeating caller's name frequently.
d) speaking distinctly and unhurriedly.

85. The plan of care includes all of the following **EXCEPT**

a) choosing approaches/methods.
b) establishing goals.
c) identifying legal responsibilities.
d) identifying problems or needs.

86. When answering the resident's call light

a) tell the resident that you are busy and they will have to wait their turn.

b) tell the resident that you will help but you will have to hurry since you have other residents too.

c) turn off the call signal, and address the resident by name.

d) wait until you have completed the resident's request before turning off the call light.

87. Which of the following is **NOT** a key point in body mechanics?

a) Feet should be shoulder-width apart.
b) Get close to whatever is being lifted.
c) Keep back, hips, and knees bent.
d) Use upper arm and leg muscles to lift.

88. When you and co-workers are moving a heavy resident you should

a) count or signal co-workers when time to lift.
b) lift, rather than pushing or pulling.
c) put all but one worker on side that's paralyzed.
d) to turn, twist your body rather than pivoting.

89. As a health care worker which of the following would you **NOT** do?

a) Allow resident to keep one cigarette in room.
b) Know location of all fire alarms.
c) Never prop open a fire door.
d) Participate in fire drills.

90. During an earthquake you should

a) carry candles or matches in case lights go out.
b) hurry and get outside if you are inside.
c) move residents next to outer walls.
d) take cover under a heavy object if inside.

91. If a resident was having a seizure you would do all of the following **EXCEPT**

a) clear the area around the resident of anything hard or sharp.

b) loosen anything around neck that might make breathing difficult.

c) place a belt around resident's waist so you can help hold resident.

d) turn resident on side to help keep airway clear.

92. The universal sign for choking is

a) eyes rolled back in head.
b) grasping throat.
c) pounding chest.
d) sitting and staring.

93. The student organization for trade, technical, health occupations education, and industrial students is

a) FBLA.
b) FFA.
c) FHA.
d) VICA.

94. Your value systems, interests, and personal abilities affect all of the following **EXCEPT**

a) behavior at work.
b) choice of occupation.
c) minimum wage.
d) satisfaction with work.

95. Which of the following are characteristics for getting along with co-workers?

a) Cooperation, dependability, disrespect, honesty.
b) Dependability, disrespect, honesty, loyalty.
c) Friendliness, honesty, discourtesy, cooperation.
d) Honesty, dependability, self-control, loyalty.

96. The **BEST** way to dress for a job interview in a family practice clinic is

a) colorfully.
b) conservatively.
c) high-fashioned.
d) informally.

97. All of the following are purposes of parliamentary procedure **EXCEPT**

a) control speeches of officers.
b) enable an assembly to transact business.
c) protect rights of each individual.
d) preserve a spirit of harmony within group.

98. Which of the following are factors affecting attitudes about death?

a) Age, culture, religion, sex
b) Culture, age, personal experience, sex
c) Personal experience, culture, religion, sex
d) Religion, culture, personal experience, age

99. According to Elisabeth Kubler-Ross there are five stages of dying. These are

a) anger, bargaining, depression, acceptance, insanity.
b) anger, denial, bargaining, depression, acceptance.
c) denial, depression, dependence, anger, acceptance.
d) depression, acceptance, resignation, denial, anger.

100. A pint is a household measurement equal to

a) 100 cc.
b) 250 cc.
c) 500 cc.
d) 1000 cc.

1. The health care team member responsible for all aspects of the operation of a health care facility is the

   a) administrator.
   b) department head.
   c) doctor.
   d) registered nurse.

2. Which of the following is **NOT** considered a good quality in a health care assistant?

   a) Dependable
   b) Honest
   c) Incompetent
   d) Responsible

3. Restraining a resident without a physician's order creates which of the following legal problems?

   a) Assault
   b) False imprisonment
   c) Invasion of privacy
   d) Libel

4. Telling a resident to shut up or you'll tie them down creates which of the following legal problems?

   a) Assault
   b) Breach
   c) Libel
   d) Slander

5. All of the following have been affirmed as residents' Bill of Rights **EXCEPT**

   a) being informed about other residents.
   b) confidential treatment of all records.
   c) considerate and respectful care.
   d) refusing treatment as permitted under law.

6. Which of the following steps is **INCORRECT** when filling out a job application form?

a) Correct address, zip code, and phone
b) Exact dates of previous employment
c) If unsure of question, leave blank
d) Names of employment supervisors

7. All the following describe ways of maintaining good personal hygiene **EXCEPT**

a) bathe daily.
b) brush teeth.
c) clean fingernails.
d) take vitamins.

8. All are examples of appropriate appearance of a health care assistant **EXCEPT**

a) limited amount of jewelry.
b) neat, clean uniform.
c) white or beige stockings.
d) white tennis shoes or sandals.

9. A term that means disease producing organism is a(an)

a) aerobic organism.
b) anaerobic organism.
c) parasitic organism.
d) pathogenic organism.

10. All of the following are methods of organism transmission **EXCEPT**

a) airborne.
b) diagnostic exam.
c) direct contact.
d) droplet spread.

11. The following are all examples of pathogenic effects on the body **EXCEPT**

a) asthma.
b) AIDS.
c) hepatitis.
d) strep throat.

12. Which of the following statements **BEST** defines antiseptic?

a) A material which is capable of causing an infection

b) An agent which prevents infections in living tissue

c) Anything which carries microorganisms

d) A substance or drug lethal to bacteria or bacterial diseases

13. Aids Related Complex (ARC) differs from Acquired Immune Deficiency Syndrome (AIDS) in that

a) only hemophiliacs are diagnosed with ARC.

b) there has been exposure but no symptoms yet.

c) the residents have the disease but won't die as a result.

d) the symptoms are present but they do not meet criteria for diagnosis of AIDS.

14. Which of the following statements about AIDS is correct?

a) All patients or residents are considered potentially infected with AIDS so universal precautions should be taken.

b) Gloves should be worn with patients or residents at all times since most people have been exposed to AIDS.

c) Kissing, water fountains, food handling, and toilet seats are all methods of catching AIDS.

d) Patients with AIDS are thin, frail, and have skin cancers so they are easily detected.

15. The plane that divides the body into top and bottom is the

a) frontal plane.
b) lateral plane.
c) sagittal plane.
d) transverse plane.

16. The relationship of the thigh to the ankle is called

a) inferior.
b) lateral.
c) medial.
d) superior.

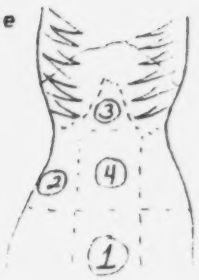
17. The cranial cavity contains the

a) brain.
b) intestines.
c) lungs.
d) spinal cord.

18. Which of the following organs are located in the thoracic cavity?

a) Brain
b) Heart
c) Spine
d) Stomach

19. The abdominal region marked #4 is the



a) epigastric.
b) left hypochondriac.
c) right lumbar.
d) umbilical.

20. Name the cell part which is marked #4.

a) Cytoplasm
b) Membrane
c) Nucleus
d) Organelles

21. Thin sheets of tissue that cover or line cavities are known as

a) cells.
b) membranes.
c) organs.
d) systems.

22. One function of nerve tissue is that it

a) anchors and supports the body structures.
b) contracts and stretches, causing motion.
c) protects body parts and produces secretions.
d) receives stimuli and conducts impulses.

23. Which of the following is **NOT** a function of the digestive system?

a) Excrete solid wastes
b) Ingest food
c) Maintain homeostasis
d) Prepare food for use by the body

24. Which of the following **BEST** defines arthralgia?

a) Infection of a joint
b) Inflammation of a joint
c) Pain in a joint
d) Surgical fusion of a joint

25. The large bone in the upper leg is called the

a) femur.
b) fibula.
c) humerus.
d) tibia.

26. Which of the following is an example of a hinge joint?

a) Elbow
b) Hip
c) Skull
d) Vertebrae

27. Which of the following is **NOT** an example of a freely movable joint?

a) Hip
b) Knee
c) Vertebrae
d) Wrist

28. Which of the following **BEST** describes the function of the skeletal system?

a) Controls body activities
b) Maintains homeostasis
c) Provides support and protection
d) Removes waste from cells

29. Which of the following is a striated, voluntary muscle?

a) Cardiac muscle
b) Skeletal muscle
c) Smooth muscle
d) Visceral muscle

30. Which of the following muscles straightens the elbow?

a) Biceps
b) Deltoid
c) Trapezius
d) Triceps

31. Which of the following terms means inflammation of the skin?

a) Dermatitis
b) Echymosis
c) Keratitis
d) Keratosis

32. Which of the following **BEST** defines sarcoma?

a) A disease of the hair
b) Infection of the nails
c) Inflammation of the skin
d) Tumor of connective tissue

33. The sweat glands of the skin are called

a) macula glands.
b) papula glands.
c) sebacious glands.
d) sudoriferous glands.

34. The **BEST** way for the skin to conserve heat is by

a) constricting blood vessels.
b) dilating blood vessels.
c) releasing perspiration.
d) slowing perspiration.

35. Which of the following **BEST** defines the function of the ceruminous gland?

a) Produces ear wax
b) Produces sweat
c) Protects entire body
d) Protects nerve endings

36. Which of the following terms mean spitting or coughing up blood?

a) Bronchitis
b) Dyspnea
c) Hemoptysis
d) Hyperpnea

37. The term for the temporary cessation of breathing is

a) apnea.
b) eupnea.
c) hyperpnea.
d) tachypnea.

38. Which of the following **BEST** explains the function of the nose?

a) Aids in speech production
b) Removes gases from the blood
c) Traps inhaled food particles
d) Warms, moistens, and filters the air

39. Which of the following is **NOT** a factor that may affect the respiratory rate?

a) Age
b) Blood pressure
c) Drugs
d) Exercise

40. Which of the following **BEST** describes the location of the heart?

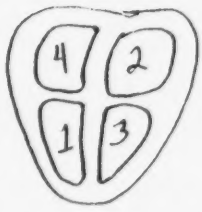
a) Anterior to the sternum , posterior to the spine
b) Behind the sternum slightly to the left
c) Behind the sternum slightly to the right
d) Posterior to the sternum, anterior to the spine

41. Which of the following is the name of a valve in the heart?

a) Aortic
b) Atrial
c) Septal
d) Ventricular

42. Which sequence demonstrates the flow of blood through the heart?

a) 2,3,4,1
b) 4,1,2,3
c) 4,1,3,2
d) 4,2,3,1



43. The blood vessel which carries blood away from the heart is called a(an)

a) artery
b) capillary
c) plasma
d) vein

44. The term which means hardening of the arteries is

a) arteriopathy.
b) arteriorrhaphy.
c) arteriosclerosis.
d) arteritis.

45. A white blood cell is called a(an)

a) basocyte.
b) erythrocyte.
c) leukocyte.
d) thrombocyte.

46. The amount of blood contained in the body is approximately

a) 1 - 2 liters.
b) 4 - 6 liters.
c) 10 - 12 liters.
d) 18 - 20 liters.

47. The plasma contains all of the following **EXCEPT**

a) antibodies.
b) blood cells.
c) proteins.
d) water.

48. Which of the following organs are responsible for destruction of older or damaged blood cells?

a) Heart and lungs
b) Kidney and pancreas
c) Liver and spleen
d) Thymus and adrenals

49. The prefix "adeno" in a term refers to

a) bone.
b) gland.
c) mucus.
d) tumor.

50. Which of the following is **NOT** a part of the lymphatic system?

a) Liver
b) Spleen
c) Thymus gland
d) Tonsils and adenoids

51. The function of the lymph nodes is to

a) control diabetes.
b) destroy bacteria.
c) release bile.
d) store red blood cells.

52. Which of the following **BEST** defines the term polydipsia?

a) Enlargement of the liver
b) Excessive thirst
c) Inflammation of the stomach
d) Vomiting of blood

53. The instrument used to examine the rectum is called a

a) bronchoscope.
b) cystoscope.
c) proctoscope.
d) sigmoidoscope.

54. Which of the following organs reabsorbs water, bile salts, and vitamins?

a) Large intestine
b) Pharynx
c) Small intestine
d) Stomach

55. Which of the following organs manufactures bile, cholesterol, and blood protein?

a) Gallbladder
b) Liver
c) Pancreas
d) Salivary glands

56. After the food leaves the pharynx it enters the

a) anus.
b) esophagus.
c) small intestines.
d) stomach.

57. The two types of metabolism are

a) anabolism and catabolism.
b) basal and energy.
c) intermediary and anabolism.
d) intermediary and energy.

58. To lose weight

a) decrease calories and decrease exercise.
b) decrease calories and increase exercise.
c) increase calories and decrease exercise.
d) increase calories and increase exercise.

59. A surgical liquid diet includes all of the following EXCEPT

a) broth.
b) ice cream.
c) jello.
d) tea.

60. Endocrine glands are

a) double ducts.
b) ductless.
c) multiple ducts.
d) single ducts.

61. The function of the thyroid gland is to

a) control reproduction.
b) develop the body's immune system.
c) produce calcium and phosphorus.
d) regulate metabolism.

62. The function of the parathyroid gland is to regulate

a) calcium and phosphorus absorption.
b) calcium and sodium absorption.
c) phosphorus absorption.
d) sodium absorption.

63. Testosterone is a hormone that

a) controls secondary male sex characteristics.
b) determines sex of child.
c) produces sperm.
d) regulates sexual activity.

64. Endocrine glands secrete all of the following substances **EXCEPT**

a) adrenalin.
b) calcium.
c) hormones.
d) insulin.

65. The following are all parts of a neuron **EXCEPT**

a) axon.
b) dendrites.
c) pons.
d) synapse.

66. The main divisions of the nervous system are the

a) central, peripheral, autonomic.
b) central, peripheral, sympathetic.
c) parasympathetic, central, autonomic.
d) parasympathetic, sympathetic, autonomic

67. The term for the loss of the ability to use or understand language is

a) aphasia.
b) apraxia.
c) dementia.
d) paranoia.

68. The peripheral nervous system contains

a) brain and spinal cord only.
b) cranial and spinal nerves.
c) cranial nerves only.
d) spinal nerves.

69. Another name for "pink eye" is

a) conjunctivitis.
b) iritis.
c) retinitis.
d) rhinitis.

70. Olfactory pertains to the sense of

a) hearing.
b) sight.
c) smell.
d) taste.

71. The ossicles of the middle ear are the

a) bony labyrinth, oval window, cochlea.
b) cochlea, vestibule, semicircular canals.
c) malleus, incus, stapes.
d) stapes, cochlea, bony labyrinth.

72. The term meaning blood in the urine is

a) albuminuria
b) hematuria.
c) nocturia.
d) pyuria.

73. Which of the following is **NOT** a function of the urinary system?

a) Detoxify poisons in bloodstream
b) Maintain homeostasis
c) Produce urine
d) Remove excess materials in bloodstream

74. The organ that stores urine is the

a) bladder.
b) kidney.
c) ureter.
d) urethra.

75. The presence of glucose in urine is an indication of

a) Bright's disease.
b) diabetes mellitus.
c) hypoglycemia.
d) nephrosis.

76. The term meaning uterine bleeding is

a) hysteralgia.
b) menopause.
c) metorrhagia.
d) oophoroma.

77. The pouch which contains the testes is called the

a) epididymis.
b) gonad.
c) scrotum.
d) vulva.

78. One of the accessory structures of the female reproductive system is the

a) breasts.
b) Cowper's glands.
c) fallopian tubes.
d) vagina.

79. Many residents with cardiovascular diseases have difficulty with edema which is

a) extreme blue condition of skin.
b) generalized or local swelling.
c) slow circulation.
d) unusual breathing pattern.

80. The following is an example of verbal communication:

a) Body movements
b) Facial expression
c) Posture of body
d) Telephone conversations

81. Which of the following is **NOT** a technique to use for taking telephone messages?

a) Determine purpose of call by asking questions.
b) Hang up if caller becomes angry.
c) Obtain caller's name and phone number.
d) Repeat information in message.

82. Which of the following is an effective telephone technique when you must place the caller on hold?

a) "Hey, I need to put you on hold, okay?".
b) "Hold on for just a second".
c) "Mr. Smith, I will need to place you on hold".
d) "Mr. Smith, you need to hold on for a minute or two".

83. The care plan should be reviewed

a) annually.
b) monthly.
c) quarterly.
d) weekly.

84. A young child or helpless adult may not be able to use the call light. You should check on them

a) after you have completed your other duties.
b) every two or three hours.
c) frequently and listen for calls of help.
d) when you have time.

85. Which of the following is a **TRUE** statement regarding lifting?

a) Always stand 12 inches away from whatever is being lifted.

b) Body mechanics provide imbalance and instability.

c) Feet should be as far apart as possible to give a broad base of support.

d) Inform the resident when, how, and where you are going to lift.

86. When a fire alarm has sounded what is the first thing you would do?

a) Evacuate residents near fire.
b) Get oxygen tanks for residents needing oxygen.
c) Go get the fire extinguisher.
d) Help residents remove personal belongings.

87. A resident has fallen and severely cut himself. You would

a) apply a tourniquet.
b) call for help as you go to resident.
c) have resident apply firm pressure to cut.
d) send someone else to help while you call charge nurse.

88. Which of the following would you **NOT** do if a resident falls while being unattended?

a) Assist charge nurse by checking vital signs.
b) Call for help immediately.
c) Check for swelling, bruising, pain.
d) Move resident to bed or chair.

89. If a resident has a seizure you should observe and note all of the following **EXCEPT**

a) if the resident was incontinent.
b) time seizure started and how long it lasted.
c) vital signs during seizure.
d) was seizure generalized or started in certain area.

90. The student organization for trade, technical, health occupations education, and industrial students is

a) FBLA.
b) FFA.
c) FHA.
d) VICA.

91. Being a member of the vocational student organization helps students to

a) improve job opportunities and career growth.
b) develop antisocial and work skills.
c) receive well-deserved recognition.
d) provide a way for students to criticize their community.

92. When developing a value system you are **LESS** influenced by

a) environment.
b) family.
c) friends.
d) heredity.

93. Which of the following is a **TRUE** statement?

a) Interests bear no relationship to the career that you choose.

b) Interests have little effect on hobbies you pursue.

c) Interests influence your experiences.

d) Interests often cause dissatisfaction in social/emotional needs.

94. Behaviors and interpersonal skills employers expect from employees are

a) acceptance of evaluation, honesty, criticism, enthusiasm.
b) cooperation, honesty, initiative, criticism.
c) honesty, initiative, enthusiasm, dependability.
d) initiative, criticism, dependability, honesty.

95. Which of the following are characteristics for getting along with co-workers?

a) Cooperation, dependability, disrespect, honesty.
b) Dependability, disrespect, honesty, loyalty.
c) Friendliness, honesty, discourtesy, cooperation.
d) Honesty, dependability, self control, loyalty.

96. Business dress for men should include all of the following **EXCEPT**

a) conservative sport coat and slacks are acceptable in most meetings.

b) dress shirts should be white or pastel.

c) ties should be bright and "loud" in color.

d) suit should be traditionally styled, fitted, and dark or pinstripe.

97. Business people should also utilize good health practices. These would include all of the following **EXCEPT**

a) exercise instead of eating lunch.
b) good balanced diet and avoid junk foods.
c) regular exercise designed for own needs.
d) regular medical and dental check-ups.

98. The basic principles of parliamentary procedure include all of the following **EXCEPT**

a) each proposition presented for consideration is entitled to full and free debate.

b) every member has rights equal to every other member.

c) only one subject may claim the attention of the assembly at one time.

d) the will of the minority must be carried out, and the rights of majority preserved.

99. According to Elisabeth Kubler-Ross there are five stages of dying. These are

a) anger, bargaining, depression, acceptance, insanity.
b) anger, denial, bargaining, depression, acceptance.
c) denial, depression, dependence, anger, acceptance.
d) depression, acceptance, resignation, denial, anger.

100. As death approaches, which of the following is the LAST function to be lost?

a) Hearing.
b) Speech.
c) Swallowing.
d) Vision.

1. The health care team member responsible for helping the patient/resident with financial resources is the

   a) activities director.
   b) director of nurses.
   c) personal services director.
   d) social services director.

2. All of the following are examples of health care assistant qualities **EXCEPT**

   a) acceptance of criticism.
   b) acceptance of failure.
   c) willingness to help.
   d) willingness to learn.

3. Telling a resident to shut up or you'll tie them down creates which of the following legal problems?

   a) Assault
   b) Breach
   c) Libel
   d) Slander

4. By observing the resident's bill of rights, the health care worker will assure all of the following **EXCEPT** resident's

   a) expected outcome.
   b) privacy.
   c) safety.
   d) well-being.

5. Which of the following items is **NOT** a resident's right?

   a) Right to extraordinary care
   b) Right to privacy
   c) Right to refuse treatment
   d) Right to truth

6. Which of the following is **NOT** a proper job seeking skill?

a) Decide how much money you want.
b) Learn how to complete a job application.
c) Prepare a personal resume.
d) Prepare yourself for an interview.

7. Which of the following is **NOT** a helpful hint when interviewing?

a) Arrive at least 5 - 10 minutes early.
b) Groom yourself and dress appropriately.
c) Smoke or chew gum to relieve nervousness.
d) Speak clearly and listen carefully.

8. Which of the following is an **INCORRECT** statement regarding personal hygiene of the health care assistant? He/she should

a) bathe weekly.
b) keep hair clean.
c) use deodorant.
d) wear clean undergarments.

9. Which of the following statements about the clothing and accessories of a health care assistant is **INCORRECT**?

a) Hair that is long should be pinned back.

b) Nails should be kept clean and short.

c) Shoes should fit well and provide support.

d) Uniforms should fit tight to avoid contaminating residents.

10. Which of the following is an **INCORRECT** statement concerning employee rights?

a) Adequate orientation and supervision
b) A reasonable wage increase
c) An evaluation of performance
d) Efficient working conditions

11. Identify which term is defined as a microorganism that requires oxygen in order to live?

a) Aerobic organism
b) Anaerobic organism
c) Gram positive bacteria
d) Parasitic organism

12. All of the following factors may affect the growth of bacteria **EXCEPT**

a) color.
b) light.
c) moisture.
d) temperature.

13. Identify the statement that is **TRUE** about infection.

a) A chronic infection is one which has recently started.
b) An acute infection is one which has long term effects.
c) A primary site is where the infection originated.
d) The secondary site is where the infection originated.

14. Who of the following would be **MOST** susceptible to infection?

a) 19 year old fast food worker
b) 25 year old baseball player
c) 45 year old elementary school teacher
d) 96 year old nursing home resident

15. The most simple, inexpensive, and convenient method used to prevent the spread of infection is

a) frequent linen changes.
b) proper hand washing.
c) use of disinfectants.
d) use of disposable equipment.

16. While removing isolation apparel follow all of these steps **EXCEPT**

a) discard disposable apparel in clean utility room.
b) remove gloves, turning inside out.
c) remove gown so inside of gown is outside.
d) wash your hands.

17. Which of the following is a **COMMON** early symptom of AIDS?

a) Hyperactive reflexes; leg cramps
b) Near-sightedness; retinal bleeding
c) Night sweats; enlarged lymph nodes
d) Recurrent hiccoughs; belching

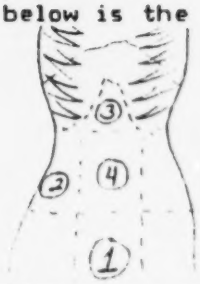
18. Which of the following **BEST** defines the directional term superior?

a) Closer to the mid-line of the body
b) The back side of the body
c) Toward the head end or the upper part of the body
d) Toward the side of the body or away from mid line

19. The following are all subdivisions of the ventral cavity **EXCEPT**

a) abdominal.
b) cranial.
c) pelvic.
d) thoracic.

20. The abdominal region marked #1 below is the



a) epigastric.
b) hypogastric.
c) left iliac.
d) right lumbar.

21. Which of the following cell functions is a process by which cells build protein and produce energy?

a) Excretion
b) Metabolism
c) Nutrition
d) Respiration

22. Name the cell part marked #3.

a) Cytoplasm
b) Membrane
c) Nucleus
d) Organelles

23. All of the following are types of tissue **EXCEPT**

a) connective.
b) epithelial.
c) muscle.
d) synovial.

24. A group of similar tissue performing the **SAME** function is known as

a) cells.
b) membranes.
c) organs.
d) systems.

25. The synovial membrane

a) anchors body structures.
b) contracts and stretches.
c) lines joint cavities.
d) transmits nerve impulses.

26. Yellow discoloration of the skin is called

a) cyanosis.
b) erythema.
c) jaundice.
d) vesicular.

27. The term which means the production of bone is

a) arthralgia.
b) arthritis.
c) osteitis.
d) osteogenesis.

28. The seven bones located at the neck are called the

a) cervical vertebrae.
b) lumbar vertebrae.
c) thoracic vertebrae.
d) spinal vertebrae.

29. All of the following bones make up the vertebral column EXCEPT

a) cervical.
b) coccyx.
c) lumbar.
d) ribs.

30. Which of the following is **NOT** an example of a freely movable joint?

a) Hip
b) Knee
c) Vertebrae
d) Wrist

31. The origin of the muscle is the

a) less movable end.
b) fleshy part.
c) main part.
d) more movable end.

32. Which of the following forms the wall of the heart?

a) Cardiac muscle
b) Skeletal muscle
c) Smooth muscle
d) Voluntary muscle

33. Intramuscular injections are **MOST** commonly given in the

a) deltoid muscle.
b) gluteus maximus muscle.
c) pectoralis major muscle.
d) triceps muscle.

34. Which of the following is a function of the biceps?

a) Flexes and rotates the head
b) Flexes the elbow
c) Raises and lifts the arm
d) Straightens the elbow

35. Which of the following **BEST** defines sarcoma?

a) A disease of the hair
b) Infection of the nails
c) Inflammation of the skin
d) Tumor of connective tissue

36. The **BEST** way for the skin to conserve heat is by

a) constricting blood vessels.
b) dilating blood vessels.
c) releasing perspiration.
d) slowing perspiration.

37. Sebaceous glands produce

a) earwax.
b) hormones.
c) oil.
d) sweat.

38. What is air in the chest cavity called?

a) Pleuritis
b) Pneumonitis
c) Pneumothorax
d) Pneumonia

39. Which of the following **BEST** defines eupnea?

a) Cessation of breathing
b) Difficult breathing
c) Fast respirations
d) Normal respirations

40. Which of the following types of respiration denotes difficult breathing?

a) Apnea
b) Dyspnea
c) Eupnea
d) Tachypnea

41. All of the following are functions of the nose EXCEPT

a) organ of smell.
b) passageway for air.
c) removes gases from the blood.
d) warms, moistens, and filters the air.

42. Air sacs in the lungs which exchange oxygen and carbon dioxide are called

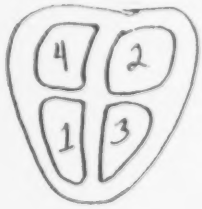
a) alveoli.
b) bronchi.
c) bronchioles.
d) cilia.

43. The left ventricle is designated by which number?

a) 1
b) 2
c) 3
d) 4

44. Which sequence demonstrates the flow of blood through the heart?

a) 2,3,4,1
b) 4,1,2,3
c) 4,1,3,2
d) 4,2,3,1



45. The function of a capillary is to

a) carry blood to the heart.
b) carry blood away from the heart.
c) connect the arteries and veins.
d) connect the heart and lungs.

46. Which type of circulation provides blood flow to the heart muscle?

a) Coronary
b) General
c) Fetal
d) Portal

47. The amount of blood contained in the body is approximately

a) 1 - 2 liters.
b) 4 - 6 liters.
c) 10 - 12 liters.
d) 18 - 20 liters.

48. Which blood type is considered the universal recipient?

a) A
b) AB
c) B
d) O

49. The following are all causes of bleeding **EXCEPT**

a) anticoagulant drugs.
b) low platelet count.
c) protein deficiency.
d) vitamin K deficiency.

50. Lymph is a thin watery fluid which

a) creates a cushion in the pregnant uterus.
b) filters waste and dead cells from the body.
c) produces insulin in the pancreas.
d) stimulates the pacemaker node in the heart.

51. Lymphatic organs include all of the following **EXCEPT**

a) pancreas.
b) spleen.
c) tonsils and adenoids.
d) thymus gland.

52. All of the following are functions of the spleen **EXCEPT**

a) destroys red blood cells.
b) filters out dead blood cells and cancer cells.
c) manufactures bacteria.
d) produces antibodies against certain diseases.

53. Which of the following **BEST** defines the term cholecystectomy?

a) Inflammation of the gallbladder
b) Inflammation of the liver
c) Removal of the gallbladder
d) Removal of the ilium

54. Which of the following is **NOT** a true organ of the digestive system?

a) Esophagus
b) Liver
c) Mouth
d) Stomach

55. Which of the following structures manufactures bile to emulsify fats?

a) Duodenum
b) Gallbladder
c) Liver
d) Pancreas

56. Which of the following is **NOT** a function of the digestive system?

a) Absorption
b) Elimination
c) Physical breakdown of food
d) Transportation of oxygen

57. After the food leaves the esophagus, it enters the

a) anus.
b) mouth.
c) small intestine.
d) stomach.

58. Nutrients are chemical compounds that are used for

a) body growth, repair, and energy.
b) dietary weight control.
c) metabolic disorders.
d) supplemental compound for controlling digestion.

59. Which of the following foods is the **BEST** source of protein?

a) Baked beans
b) French fries
c) Jello
d) Milkshake

60. Calories measure

a) energy.
b) fat.
c) nutrients.
d) weight.

61. A balanced diet consists of all of the following EXCEPT

a) adequate amount to give required calories.
b) extra calories to store energy.
c) food from each group.
d) variety of foods.

62. All of the following are basic diets EXCEPT

a) clear liquid.
b) full liquid.
c) general.
d) ensure.

63. Endocrine glands secrete

a) antibodies.
b) hormones.
c) iodine.
d) pancreatic juice.

64. The function of the parathyroid gland is to regulate

a) calcium and phosphorus absorption.
b) calcium and sodium absorption.
c) phosphorus absorption.
d) sodium absorption.

65. The two hormones secreted by the ovary are

a) estrone and progesterone.
b) estrone and testosterone.
c) gonadatrophin and testosterone.
d) progesterone and testosterone.

66. The term meaning inflammation of the membrane covering the brain and spinal cord is

a) encephalitis.
b) meningitis.
c) neuritis.
d) poliomyelitis.

67. Neurons that conduct impulses to the brain and spinal cord form the

a) connecting nerves.
b) mixed nerves.
c) motor nerves.
d) sensory nerves.

68. The term for the loss of the ability to use or understand language is

a) aphasia.
b) apraxia.
c) dementia.
d) paranoia.

69. The peripheral nervous system contains

a) brain and spinal cord only.
b) cranial and spinal nerves.
c) cranial nerves only.
d) spinal nerves.

70. The individual who administers and evaluates hearing tests is a(an)

a) audiologist.
b) ophthalmologist.
c) physical therapist.
d) speech therapist.

71. Another name for "pink eye" is

a) conjunctivitis.
b) iritis.
c) retinitis.
d) rhinitis.

72. Olfactory pertains to the sense of

a) hearing.
b) sight.
c) smell.
d) taste.

73. The term meaning inflammation of the kidney tissue is

a) cystitis.
b) nephritis.
c) pyelitis.
d) urethritis.

74. Urine retention is called

a) dysuria.
b) hematuria.
c) involuntary urination.
d) voluntary urination.

75. Which of the following is **NOT** a normal constituent of urine?

a) Albumin
b) Mineral salts
c) Nitrogenous wastes
d) Pigment

76. The organ in the urinary system that carries urine from the kidney to the bladder is the

a) glomerulus.
b) nephron.
c) ureter.
d) urethra.

77. Which organ is **NOT** a passageway for sperm?

a) Penis
b) Prostate
c) Vas deferens
d) Urethra

78. Which of the following is **NOT** a primary organ of the female reproductive system?

a) Ovary
b) Uterus
c) Vagina
d) Vulva

79. Which of the following is an example of nonverbal communication?

a) Delivering and receiving messages
b) Greeting residents and visitors
c) Making appointments
d) Unpleasant odors

80. When residents seem lonely, demanding or picky you can help by

a) arranging for someone to spend time with them.

b) placing them in a position so they may watch other activities taking place.

c) reminding them of favorite television shows.

d) supplying extra magazines.

81. When terminating a telephone conversation you should

a) allow the caller to hang up first.
b) say "Goodbye" and hang up.
c) tell caller they should come in person.
d) tell caller you are busy and hang up.

82. The plan of care includes all of the following **EXCEPT**

a) choosing approaches/methods.
b) establishing goals.
c) identifying legal responsibilities.
d) identifying problems or needs.

83. A care plan is a reference for each of the following individuals **EXCEPT**

a) administrator.
b) care giver.
c) family.
d) physician.

84. A young child or helpless adult may not be able to use the call light. You should check on them

a) after you have completed your other duties.
b) every two or three hours.
c) frequently and listen for calls of help.
d) when you have time.

85. A resident's call light should be answered

a) immediately.
b) within 5 minutes.
c) within 5 - 10 minutes.
d) within 10 - 15 minutes.

86. Good body mechanics help the health care worker to

a) learn short cuts in transferring residents.
b) lift residents without asking for help.
c) reduce fatigue and prevent strain on the spine.
d) speed the resident up when ambulating.

87. When you and co-workers are moving a heavy resident you should

a) count or signal co-workers when time to lift.
b) lift, rather than pushing or pulling.
c) put all but one worker on side that's paralyzed.
d) tn turn, twist your body rather than pivoting.

88. When evacuating residents which ones should be evacuated first?

a) Ambulatory
b) Bedridden
c) Confused
d) Wheelchair

89. Which of the following would you **NOT** do if a resident falls while being unattended?

a) Assist charge nurse by checking vital signs.
b) Call for help immediately.
c) Check for swelling, bruising, pain.
d) Move resident to bed or chair.

90. If a resident falls while being attended you should

a) disregard body mechanics - they won't help now.
b) gently lower yourself to floor, keeping back straight.
c) move resident to bed or chair and call the charge nurse.
d) push resident away to keep them from falling on you.

91. Elderly residents are prone to choking. You should take precautions by doing all of the following **EXCEPT**

a) cut food into small pieces.
b) do not rush - allow time for chewing and swallowing.
c) make sure dentures are in place and fit properly.
d) remove liquids from tray until meal is finished.

92. Students may participate in all levels of the student organization **EXCEPT**

a) officer elections.
b) skill olympics competition.
c) sponsor professional training.
d) VICAP.

93. Your value systems, interests, and personal abilities affect all of the following **EXCEPT**

a) behavior at work.
b) choice of occupation.
c) minimum wage.
d) satisfaction with work.

94. Which of the following is a **TRUE** statement?

a) Interests bear no relationship to the career that you choose.

b) Interests have little effect on hobbies you pursue.

c) Interests influence your experiences.

d) Interests often cause dissatisfaction in social/emotional needs.

95. Which of the following is **NOT** part of the problem-solving process?

a) Choose solution at random.
b) Identify the problem.
c) Look for solutions.
d) Re-evaluate the solution.

96. When women apply makeup for business dress they should do all of the following **EXCEPT** use

a) bright colored eyeshadow to match suit color.
b) clear nail polish.
c) perfume or cologne that is overpowering.
d) skin tone makeup base and blend.

97. The rapping of the gavel has special meaning as to how many times it is rapped. To call a meeting to order the gavel is rapped how many times?

a) Once
b) Twice
c) Three times
d) Multiple times

98. With 80 members voting on a main motion you must have a simple majority to pass the motion. This would require how many affirmative votes to pass?

a) 39
b) 40
c) 41
d) 42

99. Which of the following is a **FALSE** statement in caring for the dying resident?

a) Ask questions that can be answered with a simple yes or no.
b) Give good peri care and keep the resident clean and dry.
c) Keep the room dimly lit.
d) Speak in a normal voice.

100. Rigor mortis is the stiffness or rigidity of skeletal muscles that occurs after death. It usually occurs within

a) less than one hour.
b) 2 - 4 hours.
c) 4 - 6 hours.
d) more than 6 hours.